

## ABSTRACT OF THE DISCLOSURE

According to this invention, upon managing a plurality of data by individually appending meta data used to search for the data, an input sheet that  
5 describes predetermined candidates of meta data is prepared, the user selects meta data from the candidates of meta data, and the selected meta data is saved in association with the data. Upon making a search, a data search is conducted using meta data, and  
10 after the data found by search are partially provided to the user, the user selects desired data. In this way, everyone can easily and efficiently append information for a search to data to be managed.